SUPPLY

MANAGEMENT TRAINING

Special Thanks to Mr. Alexander Robinson for his contribution.

Training Objective

To familiarize hand receipt holders, supply officers, supply sergeants, supply clerks and supervisors with their responsibilities for unit level supply management.

AGENDA

- Introduction
- Assigning Responsibility for Property
- Shortage Annexes
- Components Hand Receipts
- Inventories and Inspections
- Methods of Obtaining Relief From Responsibility

AGENDA

- Report of Survey Procedures
- Property Authorizations
- Document Control Register
- LOGSA Publications

ASSIGNING RESPONSIBILITY

WHO SIGNS FOR IT?
WHO'S RESPONSIBLE?
WHAT DO I HAVE?
DO I HAVE THE TOOLS TO HELP ME ACCOUNT FOR ALL THIS STUFF?
HOW DO I SIGN THIS STUFF DOWN?

ASSIGNING RESPONSIBILITIES

RESPONSIBILITY IS THE OBLIGATION OF AN INDIVIDUAL TO ENSURE GOVERNMENT PROPERTY AND FUNDS ENTRUSTED TO HIS OR HER POSSESSION, COMMAND, OR SUPERVISION ARE PROPERLY USED, CARED FOR, AND THAT PROPER CUSTODY AND SAFEKEEPING ARE PROVIDED. THERE ARE FIVE TYPES OF RESPONSIBILITIES.

"In God We Trust… All Others Must SIGN!"

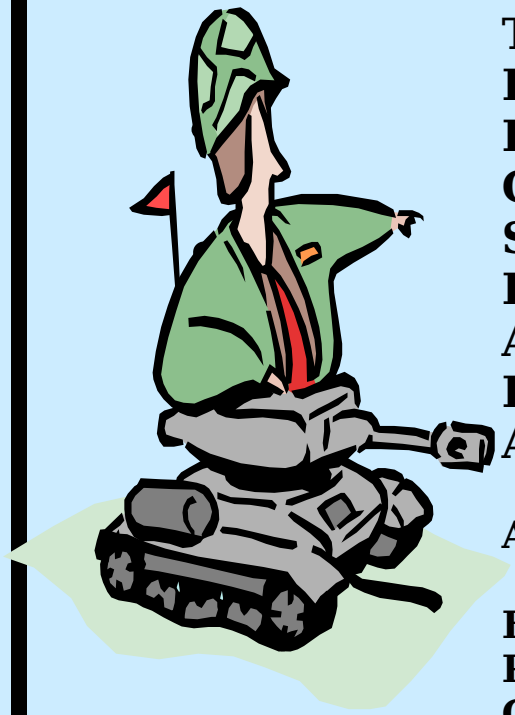
1. **COMMAND**
2. **SUPERVISORY**
3. **DIRECT**
4. **PERSONAL**
5. **CUSTODIAL**

WHAT TYPES OF RESPONSIBILITIES ARE THERE?

AR 735-5 PARA 2-8
PAGE I-3-2 - I-3-3

TYPES OF PROPERTY

1. COMMAND RESPONSIBILITY



THE OBLIGATION OF A COMMANDER TO ENSURE ALL GOVERNMENT PROPERTY WITHIN HIS OR HER COMMAND IS PROPERLY USED AND CARED FOR, AND THAT PROPER CUSTODY AND SAFEKEEPING ARE PROVIDED. COMMAND RESPONSIBILITY IS INHERENT IN COMMAND AND CANNOT BE DELEGATED. IT IS EVIDENCED BY ASSIGNMENT TO A COMMAND POSITION AT ANY LEVEL.

A. SECURITY WHETHER IN USE OR STORAGE

B. MONITOR TROOP ACTIVITY IN REGARDS TO PROPER CUSTODY, CARE, AND SAFEKEEPING

C. ENFORCING ALL SECURITY, SAFETY, AND ACCOUNTING

AR 735-5, CHAP 2, PARA2-8A

TYPES OF PROPERTY

2. SUPERVISORY RESPONSIBILITY

THE OBLIGATION OF A SUPERVISOR TO ENSURE
ALL GOVERNMENT PROPERTY ISSUED TO, OR USED BY HIS OR HER SUBORDINATES IS PROPERLY
USED AND CARED FOR

IT IS INHERENT IN ALL SUPERVISORY POSITIONS &
IS NOT CONTINGENT UPON SIGNED ECEIPTS.

A. PROVIDES PROPER GUIDANCE AND DIRECTION

B. ENFORCES SECURITY, SAFETY, AND ACCOUNTING

C. MAINTAINS A SUPERVISORY CLIMATE THAT WILL FACILITATE AND ENSURE THE PROPER CARE

AR 735-5 CHAP 2, PARA 2-8B

TYPES OF PROPERTY

3. DIRECT RESPONSIBILITY

THE OBLIGATION OF A PERSON TO ENSURE ALL GOVERNMENT PROPERTY FOR WHICH HE OR SHE HAS RECEIPTED, IS PROPERLY USED AND CARED FOR, AND THAT PROPER CUSTODY AND SAFEKEEPING ARE PROVIDED.

DIRECT RESPONSIBILITY RESULTS FROM THE ASSIGNMENT AS AN ACCOUNTABLE OFFICER, RECEIPT OF [illegible] DELEGAT[illegible] OR ACCEPTANCE OF PROPERTY ON [illegible]D RECEIPT FROM AN ACCOUNTABLE OFFICER.

AR 735-5 CHAP 2, PARA 2-8C

TYPES OF PROPERTY

4. PERSONAL RESPONSIBILITY

THE OBLIGATION OF A PERSON TO EXERCISE
REASONABLE AND PRUDENT ACTIONS TO
PROPERLY USE, CARE FOR, AND SAFEGUARD
ALL GOVERNMENT PROPERTY IN HIS OR HER
PHYSICAL POSSESSION.

IT APPLIES TO ALL GOVERNMENT PROPERTY
ISSUED FOR, AQUIRED FOR, OR CONVERTED
TO A PERSON'S EXCLUSIVE USE, **WITH OR WITHOUT RECEIPT**.

AR 735-5 CHAP 2, PARA 2-8E AND CHAP 12

TYPES OF PROPERTY

5. CUSTODIAL RESPONSIBILITY

THE OBLIGATION OF AN INDIVIDUAL FOR PROPERTY IN STORAGE AWAITING ISSUE OR TURN-IN TO EXERCISE REASONABLE AND PRUDENT ACTIONS TO PROPERLY CARE FOR, AND ENSURE PROPER CUSTODY AND SAFEKEEPING OF THE PROPERTY ARE PROVIDED.

CUSTODIAL RESPONSIBILITY RESULTS FROM ASSIGNMENT AS A SUPPLY SERGEANT, SUPPLY CUSTODIAN, CLERK, OR WAREHOUSE OFFICER OR THE INDIVIDUAL HAVING DIRECT RESPONSIBILITY FOR THE PROPERTY.

A. ENSURES SECURITY IS ADEQUATE

B. OBSERVES SUBORDINATES ACTIVITIES

AR 735-5 CHAP 2, PARA 2-8D

PRIMARY HAND RECEIPT

Don’t forget your download disk, too! (update your ULLS-S4 to mirror PBO’s PBUSE)

The Commander, having command responsibility, appoints Primary Hand Receipt Holders (PHRH).

The PHRH will receive three (3) copies of the primary hand receipt. The PHRH will verify, sign and date the original (PER AR 710-2) and return it to the PBO; sign and file copy two. THE PHRH MAY USE THE THIRD COPY TO RECORD GAINS/LOSSES UNTIL NEXT UPDATE.

MAIT SUPPLY REP

Property Management

- Hand Receipts
- Document Register
- Inventories
- Disposition of Property
- Recon's
- Reports of Survey
- Component Hand Receipt
- Excess Property
- Shortage Annex

ULLS-S4

- System Security
- Back-Ups
- Administrator
- Asset Visibility Report
- Download Error Listing
- SPBS-R Data Diskettes
- Property Book Change Candidate Report

Misc

- Ammunition Management SOP
- Publications
- Clothing Records
- Gov't Purchase Card
- Functional Filing System
- Management of Loads
- Petroleum Management

AR 735-5 CHAP 2, PARA 2-8D

MAIT GUIDE
Example of Findings

- **D3A**

FINDING: **Unit does not have all of its authorized property either on hand or on request.**
REQUIREMENT: **To fulfill unit readiness requirements; equipment must either be on hand or on requisition. Commanders will ensure that equipment and components listed in the authorized column of the cited publications are on hand or request.**
REFERENCE: **AR 71-32, Para 8-23 and AR 710-2, Para 2-6**
REMARKS:

- ***FINDING:*** **Unit is not performing a monthly reconciliation of supply requests.**

- ***FINDING:*** **Discrepancies in training ammunition management and control procedures.**

- ***FINDING:*** **Unit is not conducting clothing inspections or inventories.**

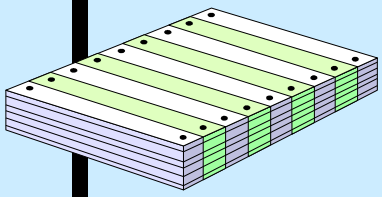
- ***FINDING:*** **The unit is not performing its annual/cyclic inventory per regulatory guidance.**

- ***FINDING:*** **The unit is not inventorying property listed on an inventory list DA Form 2062, Hand Receipt /Annex Number, IAW**

Flow of Property

COMMANDER
Property Book Items

PBO



MTOE/TDA

2nd Platoon Leader
Sub-hand Receipt Holder # 2

Hand Receipt Holder

Component Hand Receipt

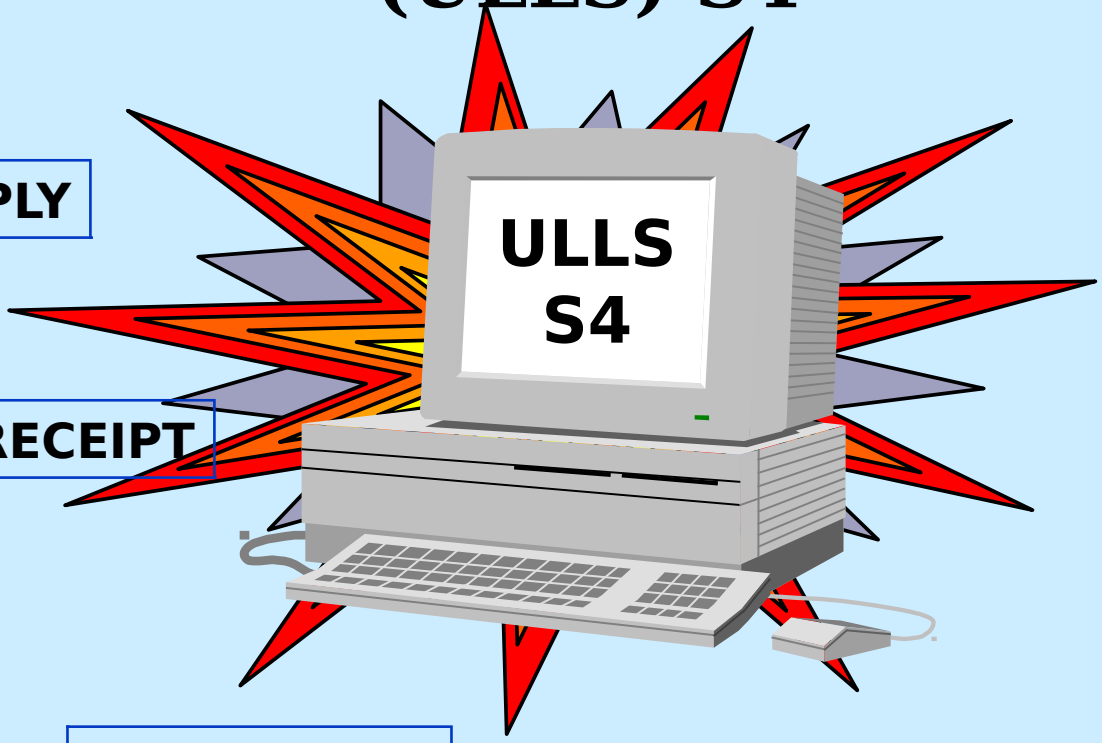
Component Hand Receipt

Component Hand Receipt

Component Hand Receipt

PLT SGT	C-21	C-22	C-23	C-24

UNIT LEVEL LOGISTICS SYSTEM (ULLS) S4



SUPPLY

LOGISTICS PLANNING

HAND RECEIPT

UTILITIES

COMPONENT LIST

TRAINING/TUTORIAL

UNIT LEVEL LOGISTICS SYSTEM (ULLS) S4

- **SUPPLY - MAINTAINS PROPERTY ACCOUNT, INITIATES REQUESTS,**
  MAINTAINS A DOCUMENT REGISTER AND CATALOG

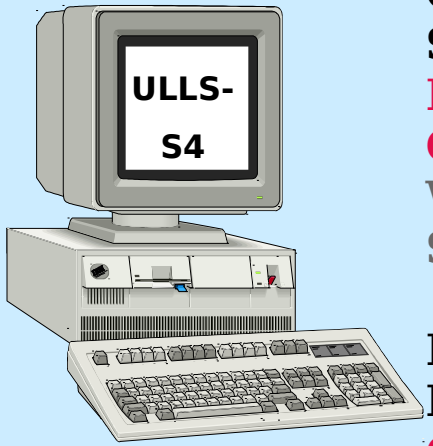
- **HAND RECEIPT - NEEDED TO DOWNLOAD PUBUS DATA THEN**
  CREATE AND MAINTAIN SUB-HAND RECEIPTS

- **COMPONENT LISTS / SHORTAGE ANNEXES –**
  ASSIGNS DIRECT RESPONSIBILITY TO A SUB-
  HAND RECEIPTHOLDER FOR COMPONENT OF END ITEMS

- **LOGISTICS PLANNING - DETAILED AND SYSTEMATIC PROCESS**
  FOR DEVELOPING ESTIMATED REQUIREMENTS FOR LOGISTICS
  SUPPORT PLANS

- **UTILITIES - USED TO MANAGE AND SUPPORT ULLS S4,**
  PARAMETER FILES, SECURITY ACCESSES, SECURITY

SUB-HAND RECEIPTS



PREPARE SUB-HAND RECEIPTS A MINIMUM OF TWO COPIES, PHRH KEEPS THE SIGNED AND DATED ORIGINAL THE SUB-HRH RECEIVES THE SIGNED AND DATED COPY. THERE IS NO RESTRICTION ON HOW MANY TIMES PROPERTY CAN BE SUB-HAND RECEIPTED; NORMALLY WOULD NOT EXCEED FROM CDR, TO THE SUPERVISOR, AND THEN TO THE USER.

KEEP CURRENT: UPDATE AT LEAST EVERY SIX MONTHS. THIS PERIOD IS BASED ON THE DATE OF THE OLDEST CHANGE DOCUMENT. IF A SUB-HRH LEAVES THE AREA OF HIS/HER PRIMARY DUTIES FOR A PERIOD IN EXCESS OF THIRTY DAYS; E.G., TDY, LEAVE, OR EMERGENCY, A TEMPORARY SUB-HRH WILL BE APPOINTED.

DA PAM 710-2-1, CHAP 5, PARA 5-3

ASSET VISIBILITY REPORT

SOURCE: Master File Update Manual Process - Print Asset Visibility Report by LIN or ALL.

FREQUENCY: Review as necessary but not less than quarterly.

PURPOSE: Provides a report of the current property assignments, location of property on the unit's Hand Receipt and imbalances. (Excellent Mgmt Tool For Cdr's)

DISPOSITION: Dispose of when no longer needed or IAW the commander's direction.

MANAGEMENT APPLICATIONS:

- Identifies all property that has been assigned to hand receipts from the commander.
- Reflects component hand receipt numbers that have been assigned.
- Identifies imbalances that

Example of the ULLS-S4
ASSET VISIBILITY REPORT

DATE: 10 FEB 2004 A S S E T V I S I B I L I T Y R E P O R T
PCN: AWE-115

UIC/UNIT: CAAAAA/CO A/1-59 QM BN PBO: BPBO, 45TH SEP BRIGADE DODAAC: WK4K9H |-------
QUANTITIES --------|
LIN GENERIC NOMENCLATURE AUTH DUE/IN
SUBLIN STOCK NUMBER NSN NOMENCLATURE CL SRRC UI ON
HAND ASSIGN SHR NUM
{SN_REG_LOT NUMBER /LOT QT/CL NR /SHR NR } {SN_REG_LOT NUMBER /LOT QT/CL NR /SHR NR }
{SN_REG_LOT NUMBER}

A03165 ACCESSORY KIT VEHICLE BODY: TARP-BOWS FOR TRAILER C 4 0
2540001333492 TARP-BOWS F/TRLR 3/4T N N EA
4 4 4
- -

TOTAL ON HAND/ASSIGNED FOR LIN: 4
4

B67766 BINOCULAR 7 2
0
1240009303833 BINOCULAR MOD RET M19 N S EA
2 2
{35847 / /11S } {35941 / /
/4A }
ASSIGNED PER SHR#: 11S => 1 / 4A => 1
- -

TOTAL ON HAND/ASSIGNED FOR LIN:
2 2

EXCELLENT MANAGEMENT TOOL FOR CDR'S & SUPPLY SERGEANTS

Property Book Change Candidate Report

SOURCE: Automated Load Hand Receipt Process - Print Change Candidate Report.

FREQUENCY: Review with each monthly download of PUBUS from each PBO.

PURPOSE: Provides a report of the property (i.e., quantities, serial numbers, etc.) to be added, deleted, and or changed based on the PUBUS download comparison with the Unit's Hand Receipt Master Files.

DISPOSITION: Dispose of when no longer needed or IAW commander's direction.

MANAGEMENT APPLICATIONS: - All property to be turned in must be assigned to the commander's hand receipt. - Property to be added or deleted must match the signed commander's hand receipt from the PBO.

Example of A Property Book Change Candidate Report

PROPERTY BOOK CHANGE CANDIDATE REPORT

PCN: AWE-105

DODAAC: WK5A26
UIC: WABBAA UNIT: HHC 21st TSC PB
OFFICE: 21st TSC PBO LIN REC SUBLIN NATIONAL STOCK ITEM/GENERIC NOMENCLATURE SRRC CL
REQ AUTH ON-HAND DUE-IN
CODE NUMBER
QTY QTY QTY QTY

NEW: 83402G A HOOD CHEMICAL 85 95
0
ACTION: ITEM TO BE ADDED TO SYSTEM

NEW: 83402G B 4240008608987 EA HOOD PROT MAKD MS N
ACTION: ITEM TO BE ADDED TO SYSTEM

NEW: 83402G B 4240009990420 EA HOOD PROT MASK M6A2 N
87
ACTION: ITEM TO BE ADDED TO SYSTEM

NEW: 92725N A 7490006125362 EA EMBOSSING MACHINE Y
1 1
ACTION: ITEM TO BE ADDED TO SYSTEM

NEW: 92725N B 7490006125362 EMOBSSING MACHINE Y
1 0
ACTION: CHANGES WILL BE POSTED TO CURRENT FILES (+==SN/REC ADD;*==SN/REC DELETED
#==CANNOT DELETE
SHR IS NOT CDR)

AISM-25-L3S-AWE-ZZZ-CG, Pg 2-23

ASSIGNING RESPONSIBILITY for PROPERTY

- **Hand Receipts (DA Form 2062/PHR-1)**
- **Sub-hand Receipts (DA Form 2062/PCN:AWE-**
- **Temporary Hand Receipts (DA Form 3161)**
- **Inventory List (DA Form 2062)**

DA PAM 710-2-1 PARA 5-1
PAGE I-5-15

Sub-hand Receipt
DA FORM 2062

HAND RECEIPT / ANNEX NUMBER | FROM: | TO: | HAND RECEIPT NU

For use of this form, see DA P AM 710-2-1.
The proponent agency is ODCSLOG.

FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUAN

STOCK NUMBER a.	ITEM DESCRIPTION b.	c.	d.	e.	QTY AUTH f.	g. QUANTITY A	B	C	D	E	F
A32355	TM 3-6665-225-12 AUG 1975 w/c 1-2										
6665-01-105-5623	Alarm, Chemical Agent, Automatic, Manpack, M8A1			N	7		EA				
B67766	TM 9-1240-381-10 NOV 1977										
1240-00-930-3833	Binoculars, M19A1 w/e SN: 2332, 2333, 2334, 2335			N	J		EA				

LIN Line Item Number

NSN

CIIC

ARC CODE

On Hand Amount

User entries A thru F

Page Number

* **WHEN USED AS A:**

HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
HAND RECEIPT ANNEX / COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)

PAGE 1

DA PAM 710-2-1 Figure 5-2 PAGE I-6-8

Sub-hand Receipt Signing for Property

STOCK NUMBER a.	ITEM DESCRIPTION b.	* c.	SEC UI d.	QTY AUTH e.	f.	g. A	QUANTITY B	C	D	E	F

Signature →

Your Signature, 2Lt, 10 Feb 2004

PAGE 2 OF 2 PAGE.

ULLS-S4
AUTOMATED SUBHAND RECEIPT

SUB-HAND RECEIPT
ORGANIZATIONAL PROPERTY

PAGE 1 OF 2
09 / 14 / 95
06 : 34 : 15

UIC / DESC : WHYNOT D CO. 1-61 AR

HAND RECEIPT FROM : HRH / CDR, D CO. 1-61 AR **TO : D / 1-61 AR** **HAND RECEI**
1ST PLATOON LEADER **D1**

LIN	SUBLIN	STOCK NUMBER	GEN NSN	NOMENCLATURE	PUBLICATION	AI	CIIC	UI	AUTH QTY	O / H QTY	REMARKS
A32355				ALARM CHEMICAL AGENT AUTOMATIC: PORTABLE MANPACK		2					
		6665-01-105-5623		ALARM CHEM AGT M8A1	TM 3-6652-225-12W / C3			7	EA		
	2										
		SER /REG NO		**NN4011-NN 4333/**	**NN4015-NN 4337/**						
C890				CAMOUFLAGE SCREEN SUPPORT SYSTEM : WOODLAND / DESERT		2			8		
		1080-00-623-7295		CAM SCN WDLD / DST / PL	NO DA PUB			7	EA	8	

Line Item Number

Annex Indicator

AUTH &O/H QTY

DA Form 3161 -- Turn

REQUEST FOR ISSUE OR TURN -IN
(DA PAM 710-2-1))

ISSUE [ ] TURN-IN [X] | SHEET NO. 1 | NO. SHEET 1 | 3. REQUEST NO. | 4. VOUCHER NO

Change Document

1. SEND TO :

5. DATE MATERIAL REQUIRED | 6. DODAAC | 7. PRIORITY | 8. ACCOUNTING/F

2. REQUEST FROM :

9. END ITEM IDENT | 9a. NAME/MANUFACTURE | 9b. MODEL

* *CODE* *ISSUE* *TURN-IN*

I - Initial *FWT - Fair Wear and Tear* *EX - Excess*

R - Replacement *RS - Report of Survey*

SC - Stmt of Charges

10. PUBLICATION | 11. JOB ORDER N

12. ITEM NO.	STOCK NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	SUPPLY CODE *	ACTION	UNIT PRICE	TOTAL COST
1	1240-00-930-3833	Binoculars, M19A1	EA	1		FWT	1	
2	5805-00-507-7722	Reel Equipment, CE-11	EA	1		FWT	1	
3	5110-00-595-8229	Cutter, Wire Rope	EA	1		FWT	1	
4	5120-01-052-5642	Puller and Pump, End Connector	EA	1		FWT	0	

////////// NOTHING FOLLOWS //////////

SHEET TOTAL | GRAND TOTA

13. ISSUED / TURN-IN "QUANTITY" COLUMN IS REQUESTED	DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN " SUPPLY ACTION" COLUMN	D
	1 Jun 19XX					*1 Jun 19XX*	

DA PAM 710-2-1 FIGURE 5-3/PAGE I-6-17

DA Form 3161 -- Issue

REQUEST FOR ISSUE OR TURN -IN
(DA PAM 710-2-1))

X ISSUE / TURN-IN | SHEET NO. 1 | NO. SHEET 1 | 3. REQUEST NO. | 4. VOUCHER NO

Change Doc

1. SEND TO : | 5. DATE MATERIAL REQUIRED | 6. DODAAC | 7. PRIORITY | 8. ACCOUNTING/FU

2. REQUEST FROM : | 9. END ITEM IDENT | 9a. NAME/MANUFACTURE | 9b. MODEL

* *CODE* *ISSUE* *TURN-IN*

I - Initial *FWT - Fair Wear and Tear* *EX - Excess*

R - Replacement *RS - Report of Survey*

SC - Stmt of Charges

10.. PUBLICATION | 11. JOB ORDER NO.

12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY	SUPPLY CODE * e	ACTION f	UNIT PRICE g	j. POSTED TOTAL COST DATE h	BY h
1	2590-00-148-7961	Cable Kit, Special Purpose	EA	1					
2	5120-00-264-3796	Wrench, Adj, 12-in long	EA	1					
3	5120-00-293-336	Shovel, hand round point	EA	1		I	0		
4	1290-00-891-9999	Quadrant, Gunner's, M1A1 W/case, SN: 966 CIIC 7	EA	1		I	1		
		////////// NOTHING FOLLOWS //////////							
						SHEET TOTAL		GRAND TOTA	

Actual QTY Received

13. ISSUED / TURN-IN "QUANTITY" COLUMN IS REQUESTED | DATE *15 May 19XX* | BY | ACTION" COLUMN | 14. ISSUE QTY IN "SUPPLY | DATE | BY | 15 .REC QTY IN " SUPPLY ACTION" COLUMN | DATE *15 May 19XX* | DA

SHORTAGE ANNEX

It is a record validating shortages not issued to the user on a component hand receipt. Hand Receipt Annexes are prepared at the level where the Document Register is kept.

- **Durable:** Component shortages will be on request at the level where the Document Register is kept. Authenticated by PHRH. Post changes as they occur or use change documents.

- **Non-expendable:** Component shortage annexes will be maintained by the PBO. Authenticated by PBO. Post changes as they occur or use change documents.

- Components are assumed to have been issued with the end item unless they appear on the hand receipt annex as a shortage (AR 710-2, Para 2-10 h (3).

Shortage Annex

HAND RECEIPT / ANNEX NUM | FROM

For use of this form, see DA P AM 710-2-1.
The proponent agency is ODCSLOG.

COMMANDER
C Co 2/15 Armor Bn

Platoon Leader
2nd Platoon, C Co 2/15 Armor Bn

FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE
	2350-01-087-1095	TANK, COMBAT F/T 120mm M1A1	TM 9-2350-264-10-2 w/c 1&2	Sept 1990

STOCK NUMBER a.	ITEM DESCRIPTION b.	SEC c.	UI d.	QTY AUTH e.	QUANTITY g. A	B	C	D	E	F
5110-00-293-2336	Ax, single bit, 4-lb		D		EA					1
3950-00-092-9064	Hoist, Chain, 1/2 ton									
1015-01-258-0997	Testor, firing circuit				X					2

Number Missing

ABR
16Mar98

MISSING COMPONENTS OF THE MAJOR END ITEM
Tank, M1A1

ARC CODE

CDR's INITIALS

* WHEN USED AS A:
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
HAND RECEIPT ANNEX / COMPONENTS RECEIPT, **enter Accounting Requirements Code (**ARC)

1 PAGE **1** OF

Sub-hand Receipt
Shortage Annex Number

STOCK NUMBER a.	ITEM DESCRIPTION b.	* c.	SEC UI d.	QTY AUTH e. f.	g. A	QUANTITY B	C	D	E	F
R59160										
3895-00-498-8343	Reeling Machine, Cable, Hand				U	EA	2	2		
S01373										
5810-00-434-3644	Speech, Security Equipment, TSEC/KY-57				9	EA	6	6		
	SN: 13579, 24680, 14702, 37159, 50501, 51627									
T13168	TM 9-2350-264-10-HR DEC 1991									
2350-01-087-1095	Tank, combat, F/T 120mm M1A1 **SN: 1011, 1321 1374, 1677**	**1**			7	EA	4	**4**		

Column C

Indicates that this major end item has component shortages.

PAGE **2** **OF** **2** PAGE.

* WHEN USED AS A:
HAND RECEIPT, enter Hand Receipt Annex Number

ULLS-S4 AUTOMATED
Shortage Annex

Implies from the Commander.

AI

09 / 14 / 95
07 : 15 : 16

SUB-HAND RECEIPT SHORTAGE ANNEX
ORGANIZATIONAL PROPERTY

UIC / DESC WHYNOT / D CO. 1-61 AR
ANNEX NUMBER **3**
FROM : D CO. 1-61 AR
TO : D / 1-61 AR
HAND RECEIPT NO: **3D PLATOON LEADER**

END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUB DATE
2350-01-087-1095	TANK, CBT F/ T 120MM, M1A1	TM 9-2350-264-10-2	01 SEP 98

ARC

STOCK NUMBER	ITEM DESCRIPTION	CAT	ARC	AIC	UI	QTY AUTH	QTY SHORT	REMARKS
3950-00-092-9064	HOIST, CHAIN, 1 / 2 - TON : MP10	B	N	J	EA	4	1	
4930-01-133-7143	GUN, HAND, LUBRICATING : 12312110	B	X	U	EA	4	1	

AMOUNT SHORT FROM 4 TANKS

INITIALS_____GRADE_____

Cdr.'s INTIALS

Component Hand Receipt

- **Lists components of end item or SKO issued to an individual.**
- **Use preprinted DA Form 2062 when available.**
- **Mandatory when property is issued to user.**
- **User has *direct* responsibility.**

AR 710-2 PARA 2-10/ DA PAM 710-2-1 PARA 6-2
PAGE I-2-11/ I-5-18

Component Hand Receipt

DA FORM 2062

HAND RECEIPT / ANNEX NUMBER
For use of this form, see DA P AM 710-2-1.
The proponent agency is ODCSLOG.

FROM: **PLATOON LEADER**
2nd Platoon, C Co 2/15 Armor

TO: **SGT BILL A. TOY**

HAND RECEIPT NUM **C-21**

FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE
	5820-00-223-7412	Radio Set AN/VRC-12	TM 11-5820-401-10-2-HR	JAN 1979

STOCK NUM a.	ITEM DESCRIPTION b.	* c.	SEC UI d.	QTY AUTH e.	f.	g. QUANTITY A	B	C	D	E	F
5820-00-892-0623	Receiver-Transmitter: RT-246/VRC (80058)			N		7		EA	1	1	
5820-00-892-0624	Receiver-Radio: R-442/VRC (80058)			N		7		EA	1	1	
5985-01-017-0785	Antenna Assembly (issued in lieu of AS-1729/VRC):			X		7		EA	1	1	
	AS-2731/GRC *80058)					1					
	CONSISTING OF :										
5985-01-017-0784	Antenna Element : AS-2732/GRC (80058)						X	7	EA	1	1
5985-01-025-8892	Base, Matching Unit: MX-9146/GRC (80058)			X		7		EA	1	1	
5995-01-038-2203	Cable Assembly : CX-13055/GRC (80058)			X		7		EA	1	1	

NSN

LIN not Identified

COL g. A AMOUNT ON HAND

ARC CODE

* WHEN USED AS A:
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
HAND RECEIPT ANNEX / **COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)**

DA PAM 710-2-1 FIGURE 6-2 (HANDOUT)

Component Hand Receipt

DA FORM 2062

STOCK NUMBER a.	ITEM DESCRIPTION b.	* c.	d.	QTY WITH e.	g. QUANTITY A	B	C	D	E	F

Signature → *Bill A. Toy, SGT, ,16 Mar20XX*

PAGE 2 OF 2 PAGE.

DAPAM 710-2-1 FIGURE 6-2 (HANDOUT)

ULLS-S4
Component Hand Receipt

09 / 14 / 95
06 : 33 : 28

COMPONENT SUB-HAND RECEIPT

HAND RECEIPT FROM : **TO :** **HAND RECEIPT NO :**

END ITEM STOCK NUMBER END ITEM DESCRIPTION PUBLICATION NUMBER
PUB DATE QUANTITY
1080-00-103-1246 SCREEN SYSTEM, CAMOUFLAGE, LTWT, WDLD, RADAR SCAT, TY II TM 5-1080-280-13 & P
01 JAN 87 1

STOCK NUMBER	ITEM DESCRIPTION	C T	R C	I C	QTY UI	AUTH	QUANTITY ON HAND A	B	C	D	E	F
1080-00-107-8589	SCREEN , HEXAGON, WDLD, RADAR SCAR, TYII			C	N U	EA	1					
1080-00-107-8589	SCREEN , HEXAGON, WDLD, RADAR SCAR, TYII			C	N U	EA	1					
1080-00-107-9206	SCREEN , DIAMOND, WDLD, RADAR SCAR, TYII			C	N U	EA						

ARC

COL g. A AMOUNT ON HAND

SIGNATURE_____ GRADE_____ DATE_____ (COLUMN A)

Company Level Supply Operations

(The Real TOP 10)

- **ENSURE UNIT SUPPLY:**
  - **Has an SOP**
  - **Is sufficiently staffed and trained**
  - **Remains organized, clean and secure**
  - **Maintains an up to date PUB / SC LIBRARY**
  - **Maintains YOUR hand receipts**
  - **Maintains your shortage annexes**
  - **Reorders shortages against those annexes**
  - **Properly disposes excess property in a timely manner**
  - **Conducts lateral transfers before suspense dates**
  - **Adheres to established policy and regulations**

- **APPOINT A SUPPLY OFFICER, BUT NEVER LOSE YOUR PERSONAL CONTACT AND PROFESSIONAL RELATIONSHIP WITH THE SUPPLY ROOM AND SUPPLY SERGEANT**

TYPE OF INVENTORIES

- Change of hand receipt/Sub hand receipt holder
- Annual/Cyclic Inventory
- Sensitive Item Inventory
- Organizational Clothing and Individual Equipmen Inventory
- Personal Clothing Inventory
- Weapons and Ammunition Inventory

DA PAM 710-2-1 CHAPTER 9
PAGE I-5-23 --- I-5-26

INVENTORIES

CHANGE OF HAND/SUB HAND RECEIPT HOLDER

- If items are in maintenance , make sure the maintenance receipt is valid.

- Report damage property to unit maintenance personnel for repair.

- Ensure quantity on hand agree with quantity on hand receipt. Annotate shortages or overages.

- Make sure all hand or sub hand receipt and annexes with change documents are updated.

DA PAM 710-2-1 PARA 9-3
PAGE I-5-23

INVENTORIES

CYLIC

- Conducted in lieu of the annual inventory
- Monthly 10%, quarterly 25%, or semi-annually 50%
- Responsible Officer will ensure the inventory is conducted
- Notify sub-hand receipts holders what items are being inventoried and location of the inventory
- Inventory Major End Items with its components
- Annotate discrepancies on a memorandum to the PBO

DA PAM 710-2-1 PARA 3-6
PAGE I-5-24

INVENTORIES
WEAPONS AND AMMUNITION

- Conducted monthly by the responsible officer, NCO , (AR 190-11 E-7& &Above) Warrant officer, Commissioned officer, or DOD civilian.

- Same person will not conduct inventory in consecutive months.

- Unit armor will not conduct the inventory.

- If weapons or ammunition have been signed out or are in support maintenance , make sure they are supported by pro documentation.

DA PAM 710-2-1 PARA 9-10
PAGE I-5-26

INVENTORIES
PERSONNEL CLOTHING

- Conduct inspection and inventory at least annually.

- Arrival at new duty station or departing for new duty station.

- Inventory will be conducted by E-5 and above. Ensure DA Fo
fill out properly after inventory.

- Commander may permit Sergeant through Sergeant Major to
statement.

**** ACCOUNT FOR SHORTAGES IAW AR 735-5 ****

AR 700-84 PARA 1-4
PAGE I-1-3

Command Supply Discipline Program (CSDP) & Command Inspections

- REVIEW REQUIREMENTS LISTING IN APPENDIX B, AR 710-2 and AR 735-5, CHAPTER 11
- USE AS GUIDE IN PERFORMANCE OF DUTIES
- REPORT TO IMMEDIATE HIGHER HEADQUARTERS ANY REQUIREMENT THAT CANNOT BE COMPLETED
- DESIGNED FOR IMPLEMENTATION BY CHAIN OF COMMAND
- PROGRAM IS A REVIEW AND EVALUATION OF SUPPLY RESPONSIBILITIES AND OPERATIONS BY THE NEXT HIGHER COMMAND OF THE UNIT BEING INSPECTED PER AR 710-2.
- AR 710-2, CHAP 2, PARA 2-12 & AR 735-5, CHAP 11 (RESPONSIBILITY/PURPOSE)

AR 710-2, Appd B

METHOD OF OBTAINING RELIEF FROM RESPONSIBILITY

- DA Form 4697 (Report of Survey)

- DA Form 362 (Statement of charges/ Cash collection voucher)

MANDATORY INITIATION OF REPORT OF SURVEY

- Individual Does Not Admit Liability
- Accountable Officer's Survey
- Value Exceeds Individual Monthly Base Pay
- Bulk Petroleum Loss Exceeds $500.00
- Loss or Destruction of Sensitive Items
- Loss or damage involves a GSA Vehicle

AR 735-5 PARA 12-7
PAGE I-3-17

REPORT OF SURVEY
"EXHIBITS"

- DA Form 2823 (Sworn Statement)
- Certificate (Plain Bond Paper)
- Military Police Report
- Estimated Cost of Damage (ECOD)
- Photographs
- Hand Receipts/Extracts from TMs/Regulations

TAADS/LOGTAADS PROCESS

Total Army Authorization Documentation System (TAAD
Logistical Total Army Authorization Documentation Sys

Combat Developer

AUTH/RQMTS

(TAADS)

Materiel Developer (AMC/DLA)

LOGTAADS Extract

Updates are electronically driven and set the reporting criteria for readiness reporting – USR (AR 220-1, Chapter 5)

LOGSA

USAFMSA =

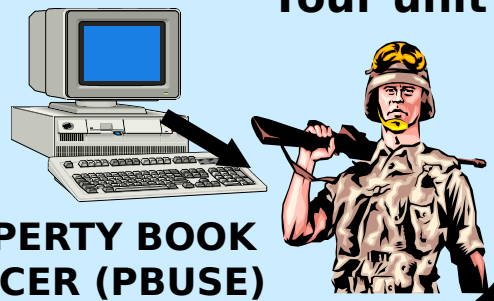
United States Army Force Management Support Agency

LOGSA =

Logistics Support Agency

*** At 365 days from edate, you are authorized to order, cancel, or start turn-in process**

Your unit



PROPERTY BOOK OFFICER (PBUSE)

Requesting a MTOE/TDA Change

PROCEDURES

DA Form 4610-R
DA Form 2028

- **For a change request to be approved, the requested equipment must meet a valid mission requirement.**
- **Commanders at each review level will consider items listed on the change request for lateral transfer to other units in the command. If another unit within the command has a valid MTOE or TDA shortage for the excess equipment, the commander must determine whether the priority for the excess equipment is with the unit submitting the change request or with the unit that has the shortage.**
- **Letters of Retention: Units are authorized to retain excess equipment for 180 days after the submission date recorded on the change request if approved by the next higher command. Unless the 180-day deadline is extended by USAREUR G3-FMD, units will begin turn-in procedures at the end of the 180-day period according to normal supply procedures.**

Document Control Register

DOCUMENT CONTROL REGISTER (DCR) - ALL RECORDS REPORT

SOURCE: DCR Inquiry Process by All Records.

FREQUENCY: Review conducted at commander's direction.

PURPOSE: Provides a listing of all open and closed requisitions on the active DCR. Reports may be requested by date range, priority, ARC, all open requests, etc.

DISPOSITION: Dispose of when no longer needed or IAW commander's direction.

MANAGEMENT APPLICATIONS: - Use to verify proper follow-up actions are taken on open documents.

- The Doc# date can be checked to verify that records are being purged on a regular basis (moved to Inactive DCR).

DA PAM 710-2-1, Para 3-23

DOCUMENT CONTROL REGISTER

DATE: 10 FEB 2004 DOCUMENT REGISTER REPORT
WESF252

ALL OPEN DOCUMENT NUMBERS
DODAAC: WK5A26 HHC/1-59 QM BN

DOCUMENT NUM	NIIN	NOUN	SHR #	PRI	ARC	U/I
DIC	QTY REQ	QTY DUE	QTY REC	QTY AC_	SCMC	CURRENT STATUS/DATE	ESD	DATE COM
WK5A26 A0A	2343 00001 0	0102 00001	001041735 -----	SOCKET,S ----- 2B	1	12 0	X -----	EA
WK5A26 A0A	2343 SE 00001 0	0103 00001	000876415 -----	KEY SET ----- 2B		1 0	12 -----	X

DA PAM 710-2-1, Para 2-23

Publications From LOGSA

It’s important to keep the right publications on hand. In fact, publications are critical to your unit’s mission and it keeps unit supply, maintenance, transportation, and readiness operations on track

LOGSA

What's New on the LOGSA HomePage - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Netsite: http://www.logsa.army.mil/whatnew.htm
LOGSA
LOG 911
System Access Request (SAR)
Accessibility Information
Sitemap
Search the LOGSA site
Introduction
Commander's Message
The Organization
Directories
Products & Services
What's New
WebLOG
Publications & Forms
Links
What's New...!
Get answers fast with LOG911
Get the answers you need . . .
Supply Property
Supply Management
and much more!
It's Here...Web LIDB!!!
We've got a new product available for our worldwide customers...Web LIDB.
The product emulates the products available in the LIDB client-server version 1.1. This release includes Item, Force,
Document: Done

Obtaining Publications From

WebLOG - Microsoft Internet Explorer provided by LOGSA
File Edit View Favorites Tools Help
Back Search Favorites History
Address http://weblog.logsa.army.mil/index.shtml
Go Links
WEBLOG
HOME | LOGSA | SYSTEM ACCESS REQUEST (SAR)
MACOM BACKORDER REPORTS
LOG 911
A Guide for SOLDIERS
ETMS
PS THE PREVENTIVE MAINTENANCE MONTHLY
WebLIDB
WLMP
DA
AKO
AMC
Maintenance Management
AOAP Lab Directory | Army Safety Program (Safety Messages) | ETM Bulletin | ETMs Online | Maintenance in the Desert | PS Magazine | RCT & SAMS Reports | TAMMS Usage Reports
More . . . Maint Tools | Maint Library
Logistics Data Management
FORCE
DODAAC Search | Rapid DODAAC Software | RIC Search | UIC Search
ITEM
NSN (AMDF) Search | SB 700-20 Search | Price Challenge Form | WebFLIS Search
More . . . Item Tools | Item Library
Asset Management
ATAV Scheduled Downtime | MyNSN - CCSS (AEPS Login Required) | Shelf-Life Program (DoD) | SKO | Vehicle Tracker (TEDB) | Vehicle Tracker: Equip Control Record (2408-9)
More . . . Asset Mgmt Tools | Asset Mgmt Library
ASSETS
Major Item / Reportable (MIR) Assets (CBS-X, Property Book: RICC 2, A, B, C, or Z)
Asset Force Info (CICF 304 Report) | CBS-X Weekly (075) | CBS-X Weekly (083) | Interface Codes | Wholesale Assets: MyNSN - CCSS (AEPS Login Required)
More . . . CBS-X Tools | CBS-X Library
Spare & Repair Parts (Secondary Item Assets)
ATAV-E | MyNSN - CCSS (AEPS Login Required)
Unique Item Tracking (UIT)
GCSS-Army
SPR
MNT
MGT
Internet

SUMMARY

SUPPLY SYSTEM PROVIDES FOR:

- PROPERTY ACCOUNTABILITY
- RESPONSIBILITY (PHRH)
- DOCUMENT REGISTER
- INVENTORIES
- MTOE
- ULLS-S4
- MAIT GUIDE
- PUBLICATIONS

QUESTIONS?